



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY GARRISON VICENZA  
UNIT 31401, BOX 80  
APO AE 09630

SEP 16 2005

IMEU-VIC-PWH

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 06-38, Housing  
Exceptions to Policy – Medical Supported Relocation

1. PURPOSE: To establish guidelines for processing exceptions to policy (ETP) involving requests to relocate from private rental housing (PRH) or government controlled (either Villaggio or government leased) housing to other PRH or government controlled housing due to medical supported requirement or request.
2. APPLICABILITY: For service members requesting relocation from private rental housing or adequate quarters to other PRH or government controlled housing due to a medical condition of the service member or a family member.
3. GENERAL: The U.S. Army Garrison Vicenza/DPW Housing Division has established the following guidelines for processing exceptions to policy of service members requesting relocation from private rental housing or government controlled housing to other housing due to a medical condition. Two different categories of medical ETP are considered. They are:
  - a. Medical necessity. This is a condition that failure to relocate could cause severe medical consequences. This category of ETP will place the service member on the waiting list as a priority 1; they will be placed in the first available housing to meet the medical needs. Over grading and over housing of the family is allowed to meet these requirements. This relocation would be at the government's expense; i.e., government transportation of household goods (HHG) and contract cleaning of government controlled housing. Any needed modifications to the government controlled housing will also be at government expense. The Housing staff will coordinate with the EFMP program manager for the requirements and completion of work. (Government paid cleaning or modifications to private rental housing are not authorized.)
  - b. Medical convenience. This ETP will cover conditions that are not a medical necessity but relocating may alleviate an ongoing medical condition. The service member will be placed on the appropriate waiting list as a priority 2. Over housing or over grading of the family is not authorized. The relocation will be at individual's expense.

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4. The request for medical EPT must include a statement from the medical staff listing the requirements of the family. The statement must be reviewed and endorsed by the Commander, U.S. Army Health Clinic, Vicenza. The Commander will determine if this is a medical necessity or convenience move.

5. For medical convenience relations, the following conditions will apply:

a. The service member must have six (6) months remaining on the assignment as of the date the quarters are to be assigned.


b. All relocation costs will be at the expense of the service member.

c. The service member is responsible for cleaning of the housing being terminated. All assignment and termination inspections must be completed within three (3) workdays.

d. Dual occupancy (signed for 2 sets of quarters) is limited to a maximum of five (5) workdays. For any day(s) over five (5) workdays, the service member will pay a prorated charge.

e. Should an offer to adequate housing be rejected, the service member will be removed from the waiting list and cannot reapply during the remainder of their tour.

6. POC is Ms. Carol Jones, 634-8571 or [carol.jones@setaf.army.mil](mailto:carol.jones@setaf.army.mil).

  
VIRGIL S. L. WILLIAMS  
COL, QM  
Commanding

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